



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 9/23/2016	<u>Interviewer:</u> Sue Guenter-Schlesinger (SGS)	<b>RFA #16 – 27</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Behavior from [REDACTED] staff and co-worker [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☒    Female ☐    Administrator ☐    Faculty ☐    Staff ☒    Student ☐  
 Concern Regarding:    Male ☐    Female ☒    Administrator ☐    Faculty ☐    Staff ☒    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
9/21/16	Lea Aune t/c with Mohammed Cato	Lea discussed with Mohammed an issue that has been brought to HR's attention that EO may need to become involved in.
9/21/16	SGS left voicemail for Chris Brueske	Chris tried to return Sue's call and responded by email 9/21/16. [REDACTED] could meet with Sue 9/22 or 9/23.
9/22/16	Chris Brueske email to SGS	Confirming the meeting times tomorrow for Sue with [REDACTED] and with [REDACTED] (separate meetings).
9/23/16	SGS meeting with [REDACTED]	See hard copy notes in file.
9/23/16	SGS meeting with [REDACTED]	See hard copy notes in file.
10/10/16	Memo from SGS to Chris Brueske, cc Lea Aune	See copy of memo in file.
10/24/16	Wayne Galloway email to SGS	Asking for assistance from SGS in facilitating reconciliation meeting between [REDACTED] and [REDACTED]. See email in file.

10/28/16	Chris Brueske, returning phone call from Lynae	Chris indicated that Sue should coordinate with Wayne Galloway. He emailed Sue on 10/24
10/28/16	SGS t/c with [REDACTED]	
10/31/16	Lynae Rickman email to Wayne Galloway	Regarding scheduling reconciliation meeting for Wednesday 11/2/16. Also, letting Wayne know that Sue would like to speak with [REDACTED] before Wayne confirms the meeting, to give her a heads up (Sue has already spoken with [REDACTED]). Lynae will let Wayne know once Sue has spoken with [REDACTED], so the meeting can be confirmed.
11/1/16	Wayne Galloway email to Lynae cc Sue; Chris Brueske	[REDACTED] supervisor will have [REDACTED] either call Sue or stop by the EO Office today. Once Sue confirms the meeting with Wayne, he will work with [REDACTED] and [REDACTED] supervisor to make sure they attend the reconciliation meeting.
11/1/16	SGS meeting with [REDACTED]	
11/2/16	SGS meeting with [REDACTED] and [REDACTED]	
11/18/16	Lea Aune t/c with Lynae Rickman	See notes in file.